CATALOGER'S DESKTOP

One of the major new features of **Cataloger's Desktop 3** is the ability of users to access their chosen cataloging resources immediately after logging in.

In order to create your personalized list, at initial login, you will be prompted to enter your **Email address/User name** as a "**user name**" and a temporary password.

Users of the old Cataloger's Desktop (CD2) may or may not have set preferences before using their email address. Therefore, this At-a-Glance document describes the three options you may see in this initial login process. **You should follow the instructions for the option that matches your situation.**

Initial Login - Option 1

You have used your email address to set your preferences in the old version of Cataloger's Desktop. You will receive an initial login password sent via an email message to the email address you used to set your preferences in CD2.

Steps:

1. Enter URL: **http://desktop.loc.gov**

2. Enter your email address, as your user name, and the temporary password supplied in your email message.

3. Click **Login.**

> **Cataloger's Desktop Login**
>
> Email address / User name
> `user@place.org`
>
> Password
> `••••••••`
>
> ☐ Log me in automatically
>
> **Login**
>
> Forgotten your user name or password?
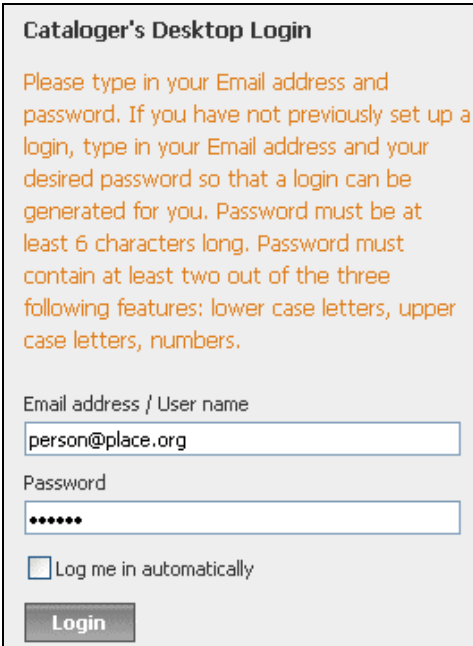
4. You will see a screen where you can set up and confirm a password of your choice. Set and confirm your password

5. Click Login

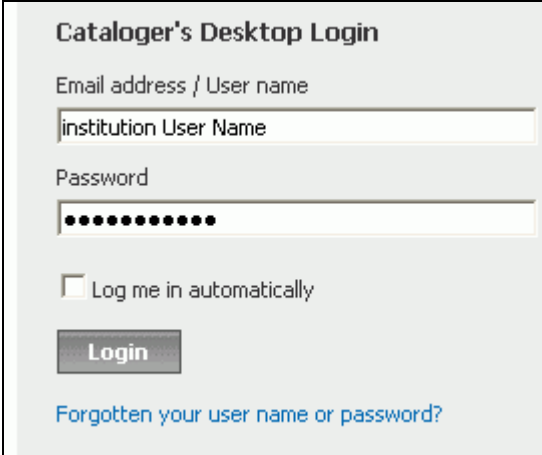6. Proceed to page 4 of this document for instructions on setting your general preferences.

> **Cataloger's Desktop Login**
>
> You must enter a new password. Choose a passwords that is at least 6 characters. It must contain at least two out of the three following features: lower case letters, upper case letters, numbers.
>
> Password
> _____
>
> Confirm password:
> _____
>
> ☑ Log me in automatically
>
> **Login**

Initial Login - Option 2

Your institution has a user name and password that everyone uses to log into Cataloger's Desktop.

Steps

1. Enter URL: **http://desktop.loc.gov**

2. Enter your institution's user name and password.

3. Click **Login**

4. You will go to another login screen to enter your email and a password you choose.

5. Click **Login**.

6. You will see another screen where you should re-enter and confirm your password.

7. Click **Login.**

8. Proceed to page 4 of this document for instructions on setting your general preferences.

Initial Login - Option 3

Your institution had used an IP address in CD2 to log you in automatically.

Steps

1. Enter URL: **http://desktop.loc.gov**.

2. You will go to this login screen to enter your email address and a password you choose.

3. Click **Login.**

Cataloger's Desktop Login

Please type in your Email address and password. If you have not previously set up a login, type in your Email address and your desired password so that a login can be generated for you. Password must be at least 6 characters long. Password must contain at least two out of the three following features: lower case letters, upper case letters, numbers.
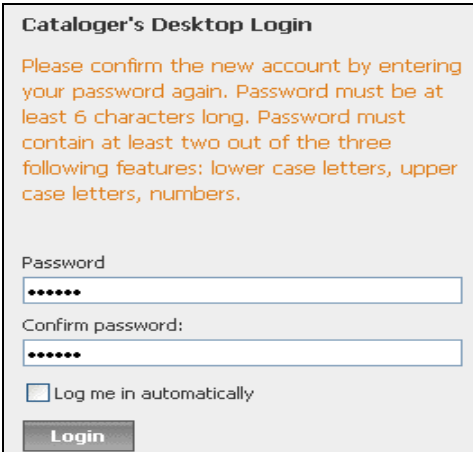
Email address / User name

`person@place.org`

Password

`••••••`

☐ Log me in automatically

Login

4. You will see another screen where you should re-enter and confirm your password.

5. Click **Login.**

6. Proceed to page 4 of this document for instructions on setting your general preferences.

Cataloger's Desktop Login

Please confirm the new account by entering your password again. Password must be at least 6 characters long. Password must contain at least two out of the three following features: lower case letters, upper case letters, numbers.
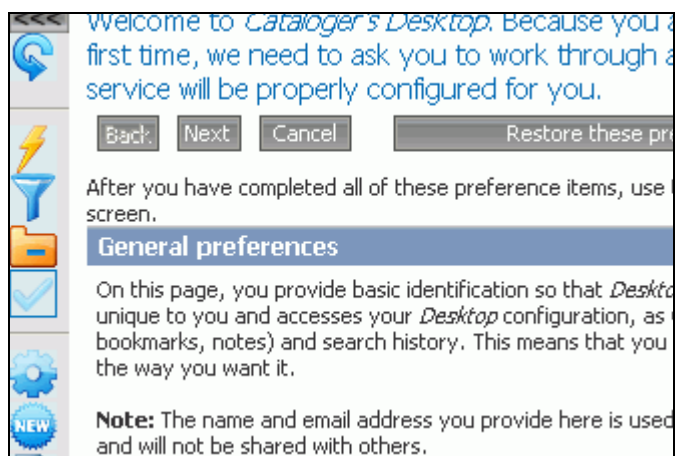
Password

`••••••`

Confirm password:

`••••••`

☐ Log me in automatically

Login

Setting General Preferences for All Users

Steps:

1. Set up your general preferences so that your personal desktop configuration displays each time you login.

2. Select your language choice, your name, number of hits you want to display at one time, and whether you want to see tips when you roll your mouse over various items. You can restore these preferences to the default or select other options in the future, if desired.

3. Click **Next.**
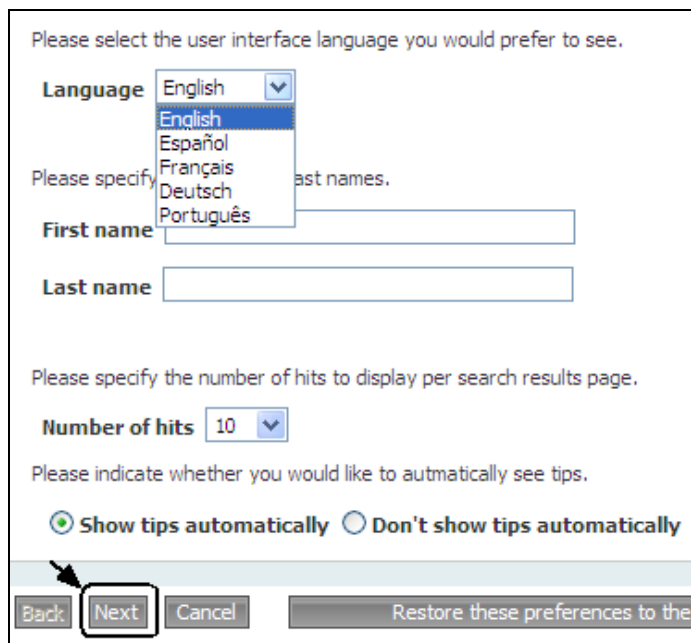
4. You will display a screen where you should spend a few minutes and make decisions about how you will use CD3.
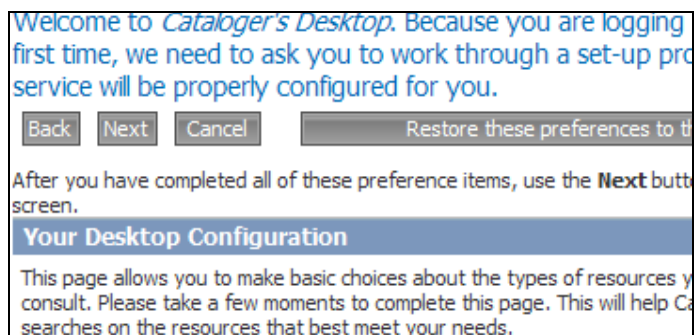
5. Check the selections on the form and CD3 will present a list of resources based on your choices.

Language of Resources
(Select all that you wish to routinely consult)
- ☑ English
- ☐ Deutsch
- ☐ Español
- ☐ Français
- ☐ Italiano
- ☐ Korean
- ☐ Português
- ☐ Suomi
- ☐ Svenska

Libraries/Archives
(Select all that you wish to routinely consult)
- ☑ Library
- ☐ Archive
- ☐ Museum
- ☐ Online

- ☐ Encoded Archival Description (EAD)
- ☐ Learning Object Metadata
- ☐ Metadata Encoding & Transmission Standard (METS)
- ☐ Metadata Object Description Schema (MODS)
- ☐ OAI-ORE
- ☐ OAI-PMH
- ☐ ONIX
- ☐ VRA Core

Activity Type
(Select all that you routinely perform)
- ☑ Descriptive Cataloging
- ☑ Access Points
- ☑ Subject Headings
- ☑ Call Numbers

Classification
(Select all that you wish to routinely consult)
- ☑ LCC
- ☐ Dewey
- ☐ NLM
- ☐ UDC

Material Type
(Select all that you routinely catalog)
- ☑ Text
- ☐ Cartographic Materials
- ☐ Music & Sound Recordings
- ☐ Motion Pictures and Video Recordings
- ☑ Graphic Materials
- ☑ Electronic Resources
- ☐ Three-Dimensional Artifacts and Realia

Other Resources
(Select all that you wish to routinely consult)
- ☐ Discussion lists
- ☐ Online catalogs
- ☐ RSS feeds

Core Elements
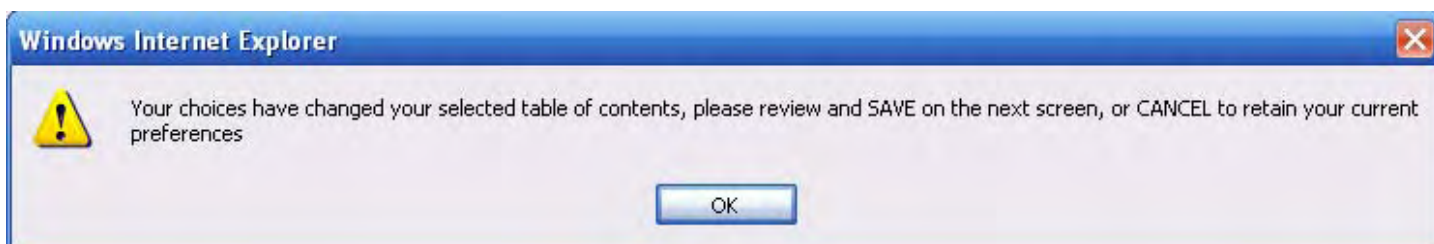(Select all that you routinely perform)
- ☐ Work/Expression/Manifestation/Item Attributes
- ☐ Name Attributes
- ☐ Work/Expression/Manifestation/Item Relationships
- ☐ Name Relationships with Resource
- ☐ Subjects

Back | Next | Cancel | Restore these preferences to the system default

After you have completed all of these preference items, use the **Next** button at the top or bottom of the screen.

6. Click the **Next** button and you will see a warning notice that your choices will change the table of contents you will see on your opening screen. Since you haven't set preferences before in CD3, click **OK** so you will have an opportunity to set up your specific preferences.

Windows Internet Explorer

⚠ Your choices have changed your selected table of contents, please review and SAVE on the next screen, or CANCEL to retain your current preferences

OK

7. You will see a screen with selected CD3 resources with some items checked based on your choices. You now have an opportunity to check or unchecked the resources you want to use. You also can go back to change your choices on the previous page or restore everything to the system default.
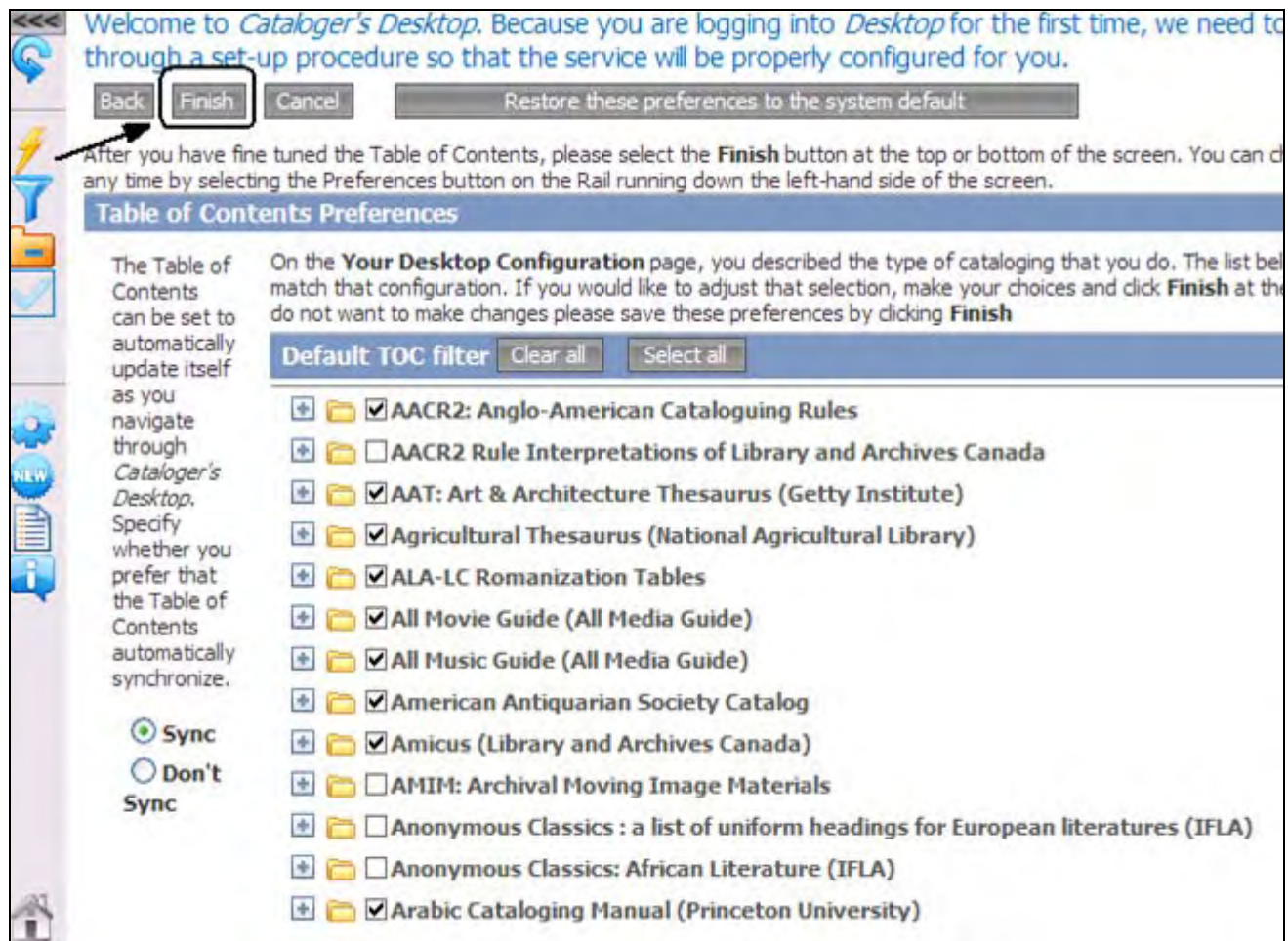
8. Click on the **Finish** button when you have completed your selections. You are now ready to use CD3! Please see the other At-a-Glance guides for help on using CD3 at: **http://www.loc.gov/cds/desktop/web-faqs.html** .